

**IDAHO BOARD OF ACUPUNCTURE**  
**Division of Occupational and Professional Licenses**  
P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 4/9/2021**

**THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD**

**BOARD MEMBERS PRESENT:** Gretchen A Huettig - Chair  
Kameron Schott  
Margret J Blair

**BOARD MEMBERS ABSENT:** John Downey

**DIVISION STAFF:** Dawn Hall, Section Chief  
Julie Eavenson, Licensing Group Manager  
Nicholas Krema, General Counsel  
Greg Floyd, Financial Unit Manager  
Cesley Metcalfe, Team Lead  
Allegra Earl, Board Specialist  
Candace Villarreal, Board Specialist  
Jasmine Borgos, Customer Service Representative

The meeting was called to order at 1:00 PM MDT by Gretchen A Huettig.

## **INTRODUCTIONS**

Ms. Eavenson talked about the team concept and introduced the team that was assigned to assist the Board. She said that Ms. Metcalfe will send a list to the Board with the contact information for those on the team and other key contact information for the Division.

## **LAWS AND RULES**

Ms. Hall presented a legislative update and stated that S1024, S1026, and S1056, regarding the consolidation of several self-governing regulatory Boards under the umbrella of the Division, have passed through the Legislature and have been sent to the Governor.

## **DIVISION UPDATE**

Ms. Hall discussed the move of the Division and the temporary housing in building number six at the HP Chinden Campus. She said that the Division will likely move to building number four early next year. Ms. Hall said that in-person meetings will probably not occur until after the move and will continue to be conducted via WebEx.

Ms. Hall stated that any Board member contacted by an applicant or licensee should direct them to contact the Division staff with questions and information so that Board members do not need to recuse themselves from discussions or application consideration.

Ms. Hall further stated that there is no update on the open public member Board position, but that meetings are held bi-monthly with the Governor's Office to review vacancies. Division staff will contact the Governor's Office to determine if it has received an application from a potential applicant named by Ms. Blair.

## **FINANCIAL REPORT**

Mr. Floyd gave the financial report, which indicated that the Board had a cash balance of \$57,373.88 as of February 28, 2021.

## **DIVISION BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **EXECUTIVE SESSION**

Ms. Schott made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Blair. The vote was: Ms. Huettig, aye; Ms. Schott, aye; and Ms. Blair, aye. Motion carried.

Ms. Schott made a motion to come out of executive session. It was seconded by Ms. Blair. Motion carried.

## **APPLICATIONS**

Ms. Schott made a motion to approve the following for licensure:

SETH SHAMON     ACU-414

It was seconded by Ms. Blair. Motion carried.

**NEXT MEETING** was scheduled for July 23, 2021 at 2:30 PM MDT.

**ADJOURNMENT**

Ms. Blair made a motion to adjourn the meeting at 1:35 PM MDT. It was seconded by Ms. Schott. Motion carried.

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Gretchen A Huettig, Chair